

DATA PROCESSING MANAGER II
Final Filing Date: October 30, 2008

OPEN

AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER - Equal opportunity to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age or sexual orientation.

EXAMINATION
BASE

MULTI-DEPARTMENTAL FOR:

DEPARTMENT OF CORRECTIONS AND REHABILITATION (CDCR)
CALIFORNIA DEPARTMENT OF PUBLIC HEALTH (CDPH)
CALIFORNIA PRISON HEALTH CARE SERVICES (CPHCS/PLATA)
DEPARTMENT OF JUSTICE (DOJ)
EMPLOYMENT DEVELOPMENT DEPARTMENT (EDD)

WHO SHOULD
APPLY

Applicants who meet the minimum qualifications as stated below. Applications will not be accepted on a promotional basis.

HOW TO APPLY

Submit completed Examination Application (Std. Form 678) and Supplemental:

By mail to:

Department of Corrections and
Rehabilitation
Office of Selection Services
P.O. Box 942883
Sacramento, CA 94283-0001
(916) 322-2545

or

In person with:

Department of Corrections and
Rehabilitation
Office of Selection Services
1515 "S" Street, Room 522-N
Sacramento, CA 95811-7243
(916) 322-2545

If you are personally delivering your application, you must do so between the hours of 8:00 a.m. and 5:00 p.m., Monday through Friday, on or before the final filing date to the same street address as listed above for the Office of Selection Services.

The Supplemental Application for Data Processing Manager II may be downloaded at http://www.cdcr.ca.gov/Career_Opportunities/HR/OPS/Exams/Exams_Open/PDFs/DPMII_SA.PDF or a copy can be obtained by calling (916) 322-2545.

NOTE: Only applications with an original signature will be accepted.

APPLICATION
DEADLINE/
REQUIREMENTS

October 30, 2008 is the final filing date. Examination Application and Supplemental postmarked, personally delivered, or received via interoffice mail after this date will not be accepted for any reason.

All applicants must meet the education and/or experience requirements for this examination by the final filing date.

TEST DATE

Candidates who meet the "Minimum Qualifications" will have their supplemental application rated.

SALARY RANGE(S)

As of: **July 22, 2008**
\$ 5,849 - \$ 7,464

MINIMUM
QUALIFICATIONS

Either I

One year of experience in the California state service performing electronic data processing duties of a class with a level of responsibility equivalent to Data Processing Manager I.

Or II

Five years of progressively responsible experience in EDP (Information Technology) system design, programming, or operations, at least one year of which shall have been in a management assignment. (Experience in the California state service applied toward this requirement must include one year performing the duties of a class with a level of responsibility equivalent to Data Processing Manager I.) **and**

Education: Equivalent to graduation from college. (Additional qualifying experience may be substituted for the required education on a year-for-year basis.)

Special Personal Requirements: Demonstrated ability to act independently with flexibility and tact.

Additional Desirable Qualifications: In appraising the relative qualifications of candidates for this level, consideration will be given to the extent and type of experience related to the electronic data processing functions listed in the "Scope" of this specification and to the extent and type of pertinent education beyond that required under "Minimum Qualifications." Preferred additional education includes courses in public administration.

Qualifying experience may be combined on a proportionate basis if the requirements stated above include more than one pattern and are distinguished as "Either" I, "or" II, "or" III, etc. For example, candidates who possess qualifying experience amounting to 50% of the required time of Pattern I, and additional experience amounting to 50% of the required time of Pattern II, may be admitted to an examination as meeting 100% of the overall experience requirement.

NOTE: Equivalent to graduation from college refers to a Bachelor's degree. Applicants must have the number of semester or quarter credits, as well as the required coursework necessary to be awarded a four year Bachelor's degree.



EXAMINATION
PLAN

INTERVIEWS WILL NOT BE HELD. This examination will consist of a supplemental application weighted 100%. To obtain a position on the eligible list, applicants must achieve a minimum rating of 70% on the supplemental application.

Candidates who meet the “Minimum Qualifications” will have their supplemental application rated. If they pass the examination, they will be placed on an eligible list. **SUBMISSION OF THE SUPPLEMENTAL APPLICATION IS MANDATORY.** Candidates who do not submit the completed supplemental application will be eliminated from this examination.

Supplemental Application -- Weighted 100.00%

- Scope:** Emphasis in the examination will be on measuring competitively, relative to job demands, each candidate's:
- A. Knowledge of:**
- 1. Principles, practices, and trends of public administration, including management, organization, planning, cost/benefit analysis, budgeting, and project management and evaluation
 - 2. Employee supervision, training, development and personnel management
 - 3. Current computer industry technology and practices
 - 4. Principles of data processing systems design, programming, operations, and controls
 - 5. State level policies and procedures relating to Information Technology
 - 6. The Department's goals and policies
 - 7. The Department's Equal Employment Opportunity (EEO) program objectives
 - 8. A manager's role in the EEO program and the processes available to meet the EEO objectives
- B. Ability to:**
- 1. Develop and evaluate alternatives, make decisions, and take appropriate action
 - 2. Establish and maintain priorities
 - 3. Effectively develop and use resources
 - 4. Identify the need for and assure the establishment of appropriate administrative procedures
 - 5. Plan, coordinate and direct the activities of a data processing staff
 - 6. Make effective use of interdisciplinary teams
 - 7. Reason logically and creatively and use a variety of analytical techniques to resolve managerial problems
 - 8. Present ideas and information effectively, both orally and in writing
 - 9. Consult with and advise administrators and other interested parties on a variety of subject-matter areas, translating technical data processing data terms into everyday language
 - 10. Gain and maintain the confidence and cooperation of others
 - 11. Effectively contribute to the Department's EEO objectives

ELIGIBLE LIST
INFORMATION

The resulting eligible list will be established to fill vacancies for CDCR, CDPH, CPHCS, DOJ and EDD. The list will be abolished **24** months after establishment unless the needs of the service and conditions of the list warrant a change in this period.

Transfer of list eligibility to or from this list will be restricted for the first six months.

POSITION
DESCRIPTION AND LOCATION(S)

A **Data Processing Manager II** is the second level of management in a medium to large Information Technology organization requiring subordinate managers at the Data Processing Manager I level with responsibility for analysis, programming, processing, computer operations or other related Information Technology functions or may (1) direct a large unit of analysts or programmers, or (2) direct a combination of Information Technology functions representing an equivalent level of responsibility, or (3) direct all activities of a small, complex Information Technology organization, or (4) direct the computer operations of a large to very large Information Technology organization serving multiple departments.

Positions exist throughout the state with CDCR, CDPH, CPHCS, DOJ, and EDD.

SPECIAL TESTING
ARRANGEMENTS

If you have a disability and need special testing arrangements, mark the appropriate box on the “Examination Application.” You will be contacted to make specific arrangements.

VETERANS POINTS/
CAREER CREDITS

Veteran's Preference Points will not be granted in this examination since it does not qualify as an entrance examination under the law. Career credits will not be granted in this examination.

GENERAL INFORMATION

It is the candidate's responsibility to contact the Department of Corrections and Rehabilitations' Office of Selection Services at (916) 322-2545 three weeks after the final filing date if he/she has not received a progress notice.

Applications are available at Department of Corrections and Rehabilitation' offices, State Personnel Board offices and local offices of the Employment Development Department.

The Department of Corrections and Rehabilitation reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revisions will be in accordance with civil service laws and rules and all competitors will be notified.

Examination Locations: If this examination requires a written test and/or oral interview, they will be scheduled throughout the State at the correctional institutions, youth facilities, and/or parole regions. However, locations of the written test and/or oral interview may be limited or extended as conditions warrant.

Eligible Lists: Eligible lists established by a competitive examination, regardless of date, must be used in the following order: 1) subdivisional promotional; 2) departmental promotional; 3) multidepartmental promotional; 4) servicewide promotional; 5) departmental open; 6) open. When there are two lists of the same kind, the older must be used first.

If you meet the requirements stated in this bulletin, you may take this examination. Possession of the entrance requirement(s) does not assure success in the examination or placement on the employment list. All candidates who pass the examination described in this bulletin will be ranked according to their scores.

General Qualifications: Competitors must possess essential personal qualifications including integrity, initiative, dependability, good judgment, ability to work cooperatively with others, and a state of health consistent with the ability to perform the assigned duties of the class. A medical examination and fingerprinting may be required. In open examinations, an investigation may be made of employment records and personal history.

IT IS AN OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE WORK PLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE BECAUSE THE USE OF ILLEGAL DRUGS IS INCONSISTENT WITH THE LAW OF THE STATE, THE RULES GOVERNING CIVIL SERVICE AND THE SPECIAL TRUST PLACED IN PUBLIC SERVANTS.

ONLY INDIVIDUALS LAWFULLY AUTHORIZED TO WORK IN THE UNITED STATES WILL BE HIRED

FOR CURRENT CDCR TESTING INFORMATION CALL (916) 324-2545
California Relay Service for the Deaf or Hearing Impaired: 1-800-735-2929
www.cdcr.ca.gov

THIS CANCELS AND SUPERSEDES ALL PREVIOUSLY ISSUED BULLETINS